Request for Transfer Credits to count for “W” Writing Intensive Credit

Writing at Queens
316 Razran
718-997-4695

For transfer students, the Director of Writing at Queens shall have sole responsibility to authorize writing-intensive units for transferred courses. At most, one writing-intensive unit will be granted for any student, but only if the institution at which the course was taken has a writing-intensive program similar to that at Queens College, and the course is specified in the institution’s bulletin as writing intensive.

- At least one writing-intensive unit must be taken in residence at Queens College.
- A syllabus, past writing assignments, or a letter from your instructor is not sufficient.
- Students under Pathways curriculum must take College Writing 1 (English 110), College Writing 2, and two writing intensive courses.
- Students under LASAR or PLAS curriculum must take College Writing 1 (English 110) and three writing intensive courses.

To request writing intensive transfer credit, send an email to the Director of Writing at Queens kevin.ferguson@qc.cuny.edu including:

- Your name
- Student ID
- Name of other school’s course you want W credit for

Usually this is enough, but you may also be asked to provide a copy of your former school’s Course Bulletin, circling the course description, and a copy of your transcript from your other school, with the course circled. The course description must specifically state that the course was “Writing Intensive” or some equivalent phrase.